



## NORTH CAROLINA NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

**POSITION AND DUTY MOS:**

Management & Program Analyst, 420A

**RANK/GRADE**

CW4/WO4

**ANNOUNCEMENT#:**

AGR-FTM 2005-84

**Open to those eligible for appointment as a Warrant Officer and those that have an approved predetermination packet**

**UNIT AND LOCATION:**

JFHQ-NC, Raleigh

POC: MAJ Miriam Gray (919) 664-6196

[Miriam.Gray@nc.ngb.army.mil](mailto:Miriam.Gray@nc.ngb.army.mil)

**OPENS:**

19 August 2005

**CLOSES:**

16 September 2005

**POSITION DESCRIPTION:** Manages functions which supports the Army's personnel management system. Performs as Chief, Records Branch, Personnel Action Branch, or performs similar duties in a Military Personnel Office or Personnel Services Detachment. Monitors input to the SIDPERS, OMF, EMF, and other management by use of established forms and coding procedures. Makes decisions based on a variety of information sources, personnel, and command requirements. Initiates and prepares correspondence or messages to other organizations, both military and civilian, and individuals in response to requests for information, policy or guidance. Oversees word processing activities supporting the personnel activity. Interprets regulations for individuals, subordinates, and commanders. Counsels individuals on personal and family member affairs financial matters, and career personnel engaged in specialized personnel and administrative related duties. Manages the integration of automated personnel systems into the military personnel work center. Oversees issuance of all types of orders. Oversees the overall dispensing of customer services to include management of the personnel service center appointment systems, management of the soldier suspense program, and management of the identification card system to include update of the DEERS/RAPIDS data base.

**QUALIFICATION REQUIREMENTS:** Must be qualified in or meet prerequisites for MOS 420A in accordance with DA Pam 611-21. If not MOS qualified, must qualify within one year of assignment or be reassigned or released from AGR tour. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must have sufficient remaining service obligation to complete initial three-year AGR tour. Must not have served more than 15 years of Active Federal Service (AFS). Must be able to complete all military education requirements as determined by OTAGNC/NGB. Must meet other entrance requirements of AR 135-18. Note: Most soldiers previously involuntarily separated from active duty or reserve status are not eligible for entry on AGR duty. Soldiers with eligibility questions may contact SFC Henshaw, 919-664-6455 (Jane.Henshaw@nc.ngb.army.mil) or SPC White, 919-664-6502 (Bryan.White@nc.ngb.army.mil).

**APPLICATION PROCEDURES:** On-board NCARNG AGR SOLDIERS: Submit OTAGNC Form 690-101, AGR Mobility Application (Oct 02) and **most current DA Form 2-1** to the address at the bottom of this announcement.

**OTHER APPLICANTS:** Submit NGB Form 34-1, Application for Active Guard/Reserve Position, to the address at the bottom of this announcement. **Ensure Position Title and Announcement Number are entered in the first blocks below the Privacy Act statement.** Include e-mail address (if available) in the "Remarks" section of NGB Form 34-1. Include the following supporting documents (photocopies only – do not send originals):

- a. DA Form 2-1, Personnel Qualification Record (current)
- b. Most recent military physical examination (SF 88 & 93 or DD Form 2808 & 2807-1)
- c. DA Form 7349-R, Annual Medical Certificate (Part I only)
- d. Last three NCOERs (DA Forms 2166-7) or Last three Officer Evaluation Reports (DA Form 67-8/9)
- e. DA Form 705 reflecting latest APFT.
- f. DD Forms 214 for ALL previous military service (**with Items 23-30 included**)
- g. Verification of **ALL** previous active duty, such as NGB Form 23/23b (RPAS), or DA Form 1506

**SEND APPLICATIONS TO:** OTAGNC-HRO-MD, 4105 Reedy Creek Road, Raleigh, NC 27607-6410.

Applications received after closing date will be returned without action. Applications may not be mailed using government supplied envelopes or postage.

**POST ON UNIT/ACTIVITY BULLETIN BOARD UNTIL CLOSING DATE**